



BSO Tutorial for Tax Year 2009

W-2c Online

Contains the following lessons:

- [Create/Resume Forms W-2c Online](#)
- [Download Submitted Reports](#)

LESSON 1: CREATE/RESUME FORMS W-2C ONLINE

Follow the instructions below to create up to five (5) Forms W-2c online.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: www.socialsecurity.gov/bso/bsowelcome.htm.

The screenshot shows the Business Services Online (BSO) Welcome to Business Services Online page. The page has a red header with the Social Security Online logo and the text "Business Services Online". Below the header is a navigation bar with links for Home, Questions?, Contact Us, and a Search box. The main content area is divided into several sections. On the left, there is a sidebar with links for Online Services Availability, Information, and News. The main content area includes a "DON'T USE YOUR BROWSER'S BACK BUTTON" warning, a "REGISTRATION" section, a "LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS" section, and a "Complete Phone Registration" section. The "REGISTRATION" section explains that new users should select the "Register" button to create a password and receive their User ID. The "LOG IN" section explains that registered users can select the "Log In" button to login and display the BSO Main Menu. The "Complete Phone Registration" section includes a link to "what is this?". The "Exploration of BSO Services" section includes links to "Reporting Wages to the SSA", "Social Security Number Verification Service (SSNVS)", and "Form SSA-1694 Request for Business Entity Taxpayer Information". The "Reporting Wages to the SSA" section explains that users can send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. The "Social Security Number Verification Service (SSNVS)" section explains that users can complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service. The "Form SSA-1694 Request for Business Entity Taxpayer Information" section explains that business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCO AREP.Registration@ssa.gov. The "Select Login" section explains that users should select "Login" to complete, update or view the Form SSA-1694. The "Select Register" section explains that users should select "Register" to obtain a User ID and password to complete the Form SSA-1694. The page also includes a footer with links for Privacy Policy, Website Policies & Other Important Information, Site Map, and a link to "Need Larger Text?".

Business Services Online
Welcome to Business Services Online

Online Services Availability
Monday-Friday: 5 AM - 1 AM EST
Saturday: 5 AM - 11 PM EST
Sunday: 8 AM - 11:30 PM EST

DON'T USE YOUR BROWSER'S BACK BUTTON
Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.

Information

- [BSO Electronic W-2 Filing Handbook](#)
- [SSNVS Handbook](#)
- [Video - Software Demonstration](#)
- [Tutorial](#)
- [Employer Information](#)
- [Suite of Services](#)
- [Apply For EIN](#)
- [Navigation](#)
- [Online Security Policy](#)
- [The Privacy Act and the Freedom of Information Act](#)
- [Contact Us](#)
- [Electronic Records Express](#)
- [Government to Government Services Online](#)

News

- [Wage News](#)
- [Electronic Records Express News](#)
- [Social Security Number Verification News](#)
- [Consent Based SSN Verification](#)
- [Form SSA-1694 News](#)

REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.

LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.

[Información para el Empleador en Español](#)

Log in to Business Services Online here

New user? Register for Business Services Online here

Complete Phone Registration [what is this?](#)

Exploration of BSO Services

Reporting Wages to the SSA
Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.
[More information about Reporting Wages](#)

Social Security Number Verification Service (SSNVS)
For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.
[More information about Verifying Social Security Numbers](#)

Form SSA-1694 Request for Business Entity Taxpayer Information
Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCO AREP.Registration@ssa.gov.
Select Login to complete, update or view the Form SSA-1694.
Select Register to obtain a User ID and password to complete the Form SSA-1694.
[More information about the Attorney Fee Service](#)

Have a question? Call 1-800-772-6270 to speak with Employer Customer Service personnel.
For TDD/TTY call 1-800-325-0778.

USA.gov [Privacy Policy](#) | [Website Policies & Other Important Information](#) | [Site Map](#) [Need Larger Text?](#)
Last reviewed or modified Wednesday Nov 21, 2007

STEP 2: Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online

www.socialsecurity.gov

Business Services Online

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

JOHN PUBLIC

Logout

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)



Main Menu

Welcome, JOHN PUBLIC
Your password expires on **January 06, 2010**

[Report Wages To Social Security](#)

Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

Web Service

With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov

BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

STEP 5: Select the **Report Wages To Social Security** link on the BSO Main Menu page.

Report Wages To Social Security

Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

The system displays the Wage Reporting Attestation page (see screen example below.)

The screenshot shows the 'Wage Reporting Attestation' page within the 'Business Services Online' portal. The header includes the 'Social Security Online' logo and the URL 'www.socialsecurity.gov'. A navigation bar contains links for 'BSO Main Menu', 'BSO Information', 'Keyboard Navigation', and 'Logout'. The main title 'Wage Reporting Attestation' is prominently displayed. Below this, the section 'User Certification for Electronic Wage Reporting' contains a paragraph stating that the user understands the SSA will validate their information and certifies they are authorized. It also states that by selecting 'I Accept', the user agrees to the terms. Two buttons, 'I Accept' and 'I DO NOT Accept', are provided for user selection. At the bottom, a footer provides contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

Social Security Online Business Services Online
www.socialsecurity.gov BSO Main Menu | BSO Information | Keyboard Navigation | Logout

Wage Reporting Attestation

User Certification for Electronic Wage Reporting

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.


STEP 6: Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the Electronic Wage Reporting (EWR) home menu page (see screen example on page 5).

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Keyboard Navigation | Logout



Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

Forms W-2/W-3 Online
Forms W-2c/W-3c Online
Upload Formatted Wage File

Warning The wage report containing the Forms(s) W-2 you wish to correct must be in COMPLETE status before you can use W-2c/W-3c Online to submit a Form W-2c correction.

[Create/Resume Forms W-2c/W-3c Online](#)

- Create (fill in the form), save, print and submit up to 5 Forms W-2c per Form W-3c. There is no limit on the number of Forms W-3c with up to 5 Forms W-2c an employer can enter, even if the multiple Forms W-3c are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3c, each containing up to 5 Forms W-2c, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2c for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2c/W-3c Online.

[Save Submitted Report\(s\) to Your Computer](#)

A printable final PDF version of a wage report created and submitted using Forms W-2c/W-3c Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Wage Report Status](#)
Check report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

Alerts and News for EWR

[E-mail a Wage Reporting Expert](#)

[Informacion en Español](#)

Online Tutorials & Training

[Wage Reporting Handbook](#)
[SSN Verification Handbook](#)
[Online Registration Handbook](#)
[Online Tutorial](#)
[Software Demonstration](#)
[FAQs - General Employer](#)

Other Useful Information

[Before You File](#)
[Checking SSNs](#)
[Uploading Formatted Files](#)
[For Other Electronic Filers](#)
[General Info about Wage Filing](#)
[IRS Information](#)
[Publication Resources](#)

[Employer Support Links](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 7: Go to the Forms W-2c/W-3c Online tab.

Select the **Create/Resume Forms W-2c/W-3 Online** link.

If there are no unsubmitted reports, the system displays the Before You Create Your Form(s) W-2c/W-3c page. Go to [Step 9](#) (see screen example on page 7).

If there are unsubmitted Forms W-2c/W-3c, the system displays the Forms W-2c/W-3c Online Unsubmitted Reports page (see screen example on page 6).



If you have any existing unsubmitted reports, the system will display the Unsubmitted Reports page. For Tax Year 2009, you may have a maximum of fifty (50) unsubmitted reports at one time. When you have reached the fifty (50) 'saved' report limit, you must first submit an existing report in order to be able to start a new report. If there are forty-nine (49) or fewer reports, you may continue without submitting the existing reports by selecting the **Start a New Report** button.

Social Security Online Electronic Wage Reporting (EWR)

file:///K:/Data/HTML/w2cw3c_Unsubmitted_Reports.htm#nogood EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2c/W-3c Online

Unsubmitted Reports

You have 6 saved reports that you have not yet submitted.
To resume a previous report, select the "Edit" button next to the report.

Note: Unsubmitted reports are deleted if you do not resume working with them before the purge date.

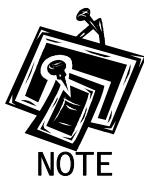
	Employer Name	EIN	# of Form(s) W-2c	Save Date ▲	Purge Date	Tax Year
Edit Delete	TEST	000000000	0	07-28-2009	11-25-2009	2009
Edit Delete	EMPFIRSTEMPLAST	000000000	0	07-28-2009	11-25-2009	2009
Edit Delete	Test1	000000000	0	07-29-2009	11-26-2009	2009
Edit Delete	Test2	000000000	0	07-31-2009	11-28-2009	2009
Edit Delete	TEST EMP	000000000	0	08-04-2009	12-02-2009	2009
Edit Delete	DEMO EMPLOYER	000000000	1	08-05-2009	12-03-2009	2009

[Cancel](#) [Start a New Report](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 8: Select the “**Start a New Report**” button. The system displays the Before You Create Your Form(s) W-2c/W-3c page, (see screen example on page 7).

Select the **Cancel** button, if you want to go to the EWR Home page.



You can not submit reports marked in red (not shown here) after 4-15-2010 due to the status of limitation for report corrections. However, you may view and update them.

Social Security Online
Electronic Wage Reporting (EWR)
www.socialsecurity.gov
EWR Home
E-mail a Wage Reporting Expert
Keyboard Navigation
Logout

Forms W-2c/W-3c Online

Before You Create Your Form(s) W-2c/W-3c

Please answer the following questions:

▶ For which tax year is this wage report being corrected?

▶ For whom are you filing?

Check for Exceptions

Does this wage report involve any of the following uncommon situations? [More Info](#)
If any of these apply to you, [contact us](#) for advice on filing your wage reports.

- Are you filing a correction on a previous correction?
- Are you filing for wages earned in Puerto Rico?
- Are you filing for Self-Employed income that is from a church or religious organization?
- Agent Indicator codes?
- Are you submitting [Third-party Sick Pay Recap Forms W-2 and W-3](#) described in part 6 of Internal Revenue Service publication 15-A?

☐ Yes, one or more of these situations apply to this wage report.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

[Need help with this page?](#)

STEP 9: Answer the questions asked on the Before You Create Your Form(s) W-2c/W-3c page. Select a tax year from the **For which tax year is this wage report being corrected?** Drop-down. If none of the situations listed in the Check for Exception section apply, the system will display the Employer Information for this Wage Report Correction page when the Continue button is selected. (see screen example on page 9).

If any of the situations listed in the Check for Exception section apply, the system will display the W-2c Online Restrictions page when the Continue button is selected. (see screen example on page 8).

From the W-2c Online Restrictions page, select the **EWR Home Page** button to return to the EWR Home page.

Social Security Online Electronic Wage Reporting (EWR)	
www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout	
Forms W-2c/W-3c Online	
<div>W-2c Online Restrictions</div> <p>According to the answers you provided on the Before You Start page you are not eligible to use W-2c Online to file this wage report because of the restrictions and limitations of the W-2c Online system.</p> <p>You may use the File Upload application if you have software that produces EFW2C formatted electronic files to file this wage report, you may use paper W-2c forms for filing this wage report or you may view a list of vendors who provide products and services which may enable you to file Forms W-2c electronically.</p> <div>EWR Home Page</div>	<div>Need help with this page?</div>
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778 .	

Social Security Online
Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Social Security Administration
Forms W-2c/W-3c Online

Steps: 1 Employer Information 2 Form(s) W-2c 3 W-3c Preview 4 Review 5 Sign & Submit 6 Confirmation

1 Employer Information for this Wage Report Correction

Fields marked with an asterisk (*) MUST be completed.

Enter/Review Employer Information for this Wage Report Correction

Please note: If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use the appropriate IRS [employer tax return form](#).

*Employer Name: DEMO EMPLOYER

*EIN: 112222222

*Country: United States

Address Line 1: 123 MAIN STREET

Address Line 2:

*City: MY CITY

*State Abbreviation (for U.S.) / Province: MD

*ZIP/Postal Code: 12345 ZIP Ext. (U.S. only):

Contact Person for this Submission

*Name: JOHN PUBLIC

*E-mail: USER@DEMOEMPLOYER.COM

*Phone: 1112223333 Ext:

Fax:

Other Information

Please fill in the following if it applies to you (it is generally uncommon).

Establishment Number:

Employer State ID Number:

Kind of Payer

Select the Kind of Payer that best describes your situation, review the contact information on file and make any necessary changes.

*Kind of Payer:

Warning: Be sure to select the correct Kind of Payer. You will not be able to change your selection for this wage report at any time.

- ☐ 941 (Regular)
- ☐ Household Employer
- ☐ 943 (Agriculture)
- ☐ 944 (Regular)
- ☐ CT-1 (Railroad)
- ☐ Medicare Government Employer (For Government Employers only)

☐ Third-Party Sick Pay

Cancel Continue

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 10: Enter employer information, contact person information, and kind of payer information.




All fields marked with an asterisk must be completed.

Select the **Continue** button on the Employer Information for this Wage Report Correction page. The system displays the Enter W-2c Information page (see screen example on page 11).

Social Security OnlineElectronic Wage Reporting (EWR)

www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2c/W-3c Online

Steps: 1 Employer Information2 Form(s) W-2c3 W-3c Preview4 Review5 Sign & Submit6 Confirmation

2 Enter W-2c Information

You are currently working on W-2c number: 1 of 5.

[Need help with this page?](#)

Fields marked with an asterisk (*) MUST be completed.

For official use only
OMB No. 1545-0008

a Employer's name, address, and ZIP code

c Tax year/Form corrected
2009/ W-2

d * Employee's correct social security number

Test Employer
Test City, MD 12345

e Corrected SSN and/or name
(Check this box and complete boxes f and/or g if incorrect on form previously filed.)

f Employee's previously reported social security number

b Employer's federal EIN
00 - 0000000

g Employee's previously reported name

h Employee's name

i Employee's address and ZIP code

Note: Only complete money fields that are being corrected.

Previously Reported	Correct Information	Previously Reported	Correct Information
1 Wages, tips, other compensation	1 Wages, tips, other compensation	2 Federal income tax withheld	2 Federal income tax withheld
3 Social security wages	3 Social security wages	4 Social security tax withheld	4 Social security tax withheld
5 Medicare wages and tips	5 Medicare wages and tips	6 Medicare tax withheld	6 Medicare tax withheld
7 Social security tips	7 Social security tips	8 Allocated tips	8 Allocated tips
9 Advance EIC payment	9 Advance EIC payment	10 Dependent care benefits	10 Dependent care benefits
11 Nonqualified plans: Section 457 distributions or contributions	11 Nonqualified plans: Section 457 distributions or contributions	12a Code:	12a Code:
Not section 457 distributions or contributions	Not section 457 distributions or contributions	12b Code:	12b Code:
13 Statutory employee Retirement plan Third-party sick pay	13 Statutory employee Retirement plan Third-party sick pay	12c Code:	12c Code:
14 Other	14 Other	12d Code:	12d Code:

State Correction Information

Previously Reported	Correct Information	Previously Reported	Correct Information
15 State (1)	15 State (1)	15 State (2)	15 State (2)
16 State wages, tips, etc. (1)	16 State wages, tips, etc. (1)	16 State wages, tips, etc. (2)	16 State wages, tips, etc. (2)
17 State income tax (1)	17 State income tax (1)	17 State income tax (2)	17 State income tax (2)
18 Local wages, tips, etc. (1)	18 Local wages, tips, etc. (1)	18 Local wages, tips, etc. (2)	18 Local wages, tips, etc. (2)
19 Local income tax (1)	19 Local income tax (1)	19 Local income tax (2)	19 Local income tax (2)
20 Locality name (1)	20 Locality name (1)	20 Locality name (2)	20 Locality name (2)

Cancel Changes

Delete this W-2c

Save and Start Next W-2c

Save and Go to W-2c List

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778

Social Security Administration

Page 11

STEP 11: Enter the W-2c data in the appropriate boxes.

STEP 12: You may create one or more W-2c's from the Enter W-2c Information page by selecting the following options:

Save and Start Next W-2c button to save this W-2c information and create another W-2c. The system may display some alert information after selecting this button. If an alert is displayed you may proceed by making corrections to the W-2c or by selecting the override checkbox.

When you finish creating W-2c's, select the **Save and Go to W-2c List** button to save W-2c information and proceed to the W-2c List for this Submission page (see screen example on [page 13](#)). The system may display some alert information after selecting this button. If an alert is displayed you may proceed by making corrections to the W-2c or by selecting the override checkbox. Go to [Step 14](#).



*You can enter a maximum of five (5) W-2cs. The number of the current W-2c is displayed at the top of the Enter W-2c Information page. When entering your fifth W-2c, the system will no longer display the **Save and Start Next W-2c** button.*

STEP 13: From the Enter W-2c Information page, you may cancel changes made to the current W-2c or delete a W-2c by selecting one of the following options:

Cancel Changes button to discard changes made to this W-2c and go to W-2c List for this Submission page.

Delete this W-2c button to delete this W-2c and go to the W-2c List for this Submission page.

Social Security Online Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ W-3c Preview ④ Review ⑤ Sign & Submit ⑥ Confirmation

② W-2c List for this Submission (TEST EMPLOYER)

To review or edit a W-2c, select the employee name. Once you are finished entering Form(s) W-2c, you can preview the W-3c.

This report was last modified on . Form(s) W-2c Entered: 1

	Order Entered	Name	SSN
Edit Delete	1.	TESTLASTNAME TESTER	XXX-XX-5555

[Save and Quit](#)
[Edit Employer Information](#)
[Start a New W-2c](#)
[Continue to W-3c Preview](#)

Need help with this page?

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 14: From the W-2c List for this Submission page the following options are available:

Select the **Start a New W-2c** button to create another W-2c.

Select the **Continue to W-3c Preview** button to view W-3c Preview for this Submission page. Go to [Step 16](#).

Select the **Edit Employer Information** button to change previously entered employer information.

Select the **Save and Quit** button to exit W-2c Online without submitting your wage report to the Social Security Administration (SSA). When you select this button a confirmation page will be displayed for your assistance.


From the W-2c List for this Submission page select the **Edit** link to view and edit the W-2c data. Select the **Delete** link to delete the W-2c. Whenever you select the delete link, a confirmation page will be displayed that will ask if you are sure that you want to perform that action.

STEP 15: You may enter the state or local wages and taxes totals. This information will not be used by Social Security, nor will it be forwarded to any state or local entity.

Social SecurityOnline

Electronic Wage Reporting (EWR)

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Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ **W-3c Preview** ④ Review ⑤ Sign & Submit ⑥ Confirmation

③ W-3c Preview for this Submission

Ensure that the information on your Form(s) W-2c for this employer reconciles with the total of Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.

To edit this data, please [Return to W-2c List](#) and select the W-2c you need to edit.

a Tax year/Form corrected 2009/ W-2		For official use only OMB No. 1545-0008	
b Employer's name, address, and ZIP code DEMO EMPLOYER BALTIMORE, MD 21207		c Kind of payer 941 - Regular	
d Number of forms W-2c 1	e Employer's federal EIN 00-0000000	f Establishment number	g Employer's state ID number
Boxes h, i and j are not applicable for W-2c Online.	h Employer's incorrect federal EIN Not applicable	i Incorrect establishment number Not applicable	j Incorrect state ID number Not applicable
Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c	Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c
1 Wages, tips, other compensation \$100.00	1 Wages, tips, other compensation \$100.00	2 Federal income tax withheld \$0.00	2 Federal income tax withheld \$0.00
3 Social security wages \$0.00	3 Social security wages \$0.00	4 Social security tax withheld \$0.00	4 Social security tax withheld \$0.00
5 Medicare wages and tips \$0.00	5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00	6 Medicare tax withheld \$0.00
7 Social security tips \$0.00	7 Social security tips \$0.00	8 Allocated tips \$0.00	8 Allocated tips \$0.00
9 Advance EIC payment \$0.00	9 Advance EIC payment \$0.00	10 Dependant care benefits \$0.00	10 Dependant care benefits \$0.00
11 Nonqualified plans: \$0.00	11 Nonqualified plans: \$0.00	12a-d (Coded items) \$0.00	12a-d (Coded items) \$0.00
14 Inc. Tax W/H by third-party sick pay payer <input type="text" value="\$0.00"/>	14 Inc. Tax W/H by third-party sick pay payer <input type="text" value="\$0.00"/>		
16 State wages, tips, etc. <input type="text" value="\$0.00"/>	16 State wages, tips, etc. <input type="text" value="\$0.00"/>	17 State income tax <input type="text" value="\$0.00"/>	17 State income tax <input type="text" value="\$0.00"/>
18 Local wages, tips, etc. <input type="text" value="\$0.00"/>	18 Local wages, tips, etc. <input type="text" value="\$0.00"/>	19 Local income tax <input type="text" value="\$0.00"/>	19 Local income tax <input type="text" value="\$0.00"/>
Contact person ROBERT GUAY	Telephone number 4105555666		
E-mail address bryantester@ssa.gov	Fax number		

Save and Quit

Return to W-2c ListContinue

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 16: From the W-3c Preview for this Submission page select one of the following options:

Select the **Continue** button to go to the Review Unsubmitted Form(s) W-2c/W-3c page. Proceed to [Step 17](#).

Select the **Return to W-2c List** button to return to the W-2c List for this Submission page. Return to [Step 14](#) for more information.

Select the **Save and Quit** button to exit W-2c Online without submitting your wage report to SSA.

The screenshot shows the Social Security Online Electronic Wage Reporting (EWR) interface. The header includes the Social Security Administration logo and navigation links. The main title is "Forms W-2c/W-3c Online". The progress bar indicates the current step is 4, "Review". The main content area is titled "4 Review Unsubmitted Form(s) W-2c/W-3c" and contains a list of instructions for reviewing and submitting the forms. A section titled "Your Unsubmitted Copy" shows a message that the work has been saved and provides a link to view the PDF. At the bottom, there are three buttons: "Save and Quit", "Return to W-2c List", and "Continue". A footer contains contact information for customer service.

Social Security Online Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ W-3c Preview ④ **Review** ⑤ Sign & Submit ⑥ Confirmation

4 Review Unsubmitted Form(s) W-2c/W-3c

- Open the PDF file below to review your unsubmitted Form(s) W-2c and W-3c.
- **If you submit work electronically, do not mail paper Form(s) W-2c or W-3c to Social Security.**
- Once you have reviewed your Form(s) W-2c and W-3c, print your forms and give copies to your employees. Ask them to review the information before you submit the final Form(s) W-2c to Social Security.
- If you need to change any W-2c information, please select the Return to W-2c List button.
- When you believe the W-2c information is accurate, you can continue to the Sign & Submit step.
- Check with the IRS for online filing [deadlines](#).

Your Unsubmitted Copy

Your unsubmitted work has been saved for future use. [What's in this PDF?](#)

Unsubmitted W-2c/W-3c
[9K8278TG215103311.tmp](#) [Tips for Printing Form\(s\) W-2](#)

[Save and Quit](#) [Return to W-2c List](#) [Continue](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 17: From the Review Unsubmitted Form(s) W-2c/W-3c page, select one of the following options:

Select the **Continue** button to go to the Sign and Submit page. Here you will attest to the accuracy of the report and submit it to the Social Security Administration. Proceed to [Step 18](#).

Return to W-2c List button to return to the W-2c List for this Submission page. Return to [Step 14](#) for more information.

Save and Quit button to exit W-2c Online without submitting your wage report to SSA.



A Confirmation page, “Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA?”, will be displayed when you select the **Save and Quit** button to exit W-2c Online without submitting your wage report correction to SSA

The screenshot shows the 'Forms W-2c/W-3c Online' interface. At the top is a red header with 'Social Security Online' and 'Electronic Wage Reporting (EWR)'. Below this is a navigation bar with links: 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. The main title is 'Forms W-2c/W-3c Online'. Below the title is a progress bar with steps: 1 Employer Information, 2 Form(s) W-2c, 3 W-3c Preview, 4 Review, 5 Sign & Submit (current step), and 6 Confirmation. The '5 Sign and Submit' section contains a blue box with a declaration: 'Under penalty of perjury, I declare that I have examined this wage report and, to the best of my knowledge and belief, they are entered accurately based on the information available to me. By checking agreement below and selecting the "Submit this Wage Report Correction" button, I affirm that the above statement is true.' Below this is a checkbox labeled 'I, DENNIS MILLER, read and agree with the above.' and a note: 'Note: You are only attesting to the accuracy of this information.' At the bottom are three buttons: 'Save and Quit' (blue), 'Previous' (blue), and 'Submit this Wage Report Correction' (green). A footer note states: '* Once you submit this wage report electronically, do not send any paper forms to SSA.' At the very bottom, a contact line says: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

STEP 18: Select one of the following options:

Check the “**I, <name>, read and agree with the above**” check box to attest, and select the **Submit This Wage Report Correction** button to submit your wage report correction. The system will display the Confirmation Receipt - Your File Was Received page (see screen example on page 17). Proceed to [Step 19](#).

Save and Quit button to exit W-2c Online without submitting your wage report correction to SSA.

Previous button to return to the Review Unsubmitted Form(s) W-2c page. Return to [Step 17](#) for more information.

Social Security OnlineElectronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ W-3c Preview ④ Review ⑤ Sign & Submit ⑥ Confirmation

⑥ Confirmation Receipt - Your File Was Received

Your wage report was submitted successfully. Thank you for using W-2c Online.

This Wage File Identifier (WFIID) is your confirmation number: **KVW893**

We encourage you to print this page for your records. Your receipt will no longer be available once you leave this page.

*** Do not mail us any paper Form(s) W-2c or W-3c. ***

Your Receipt

Employer: DEMO EMPLOYER	Employer EIN: 00-0000000
Tax year: 2009	Payer type: 941 (Regular)
Received on: 01/24/2004 12:21 PM EST	

Received: 1 W-3c (1 Form(s) W-2c)

Total wages:	\$100.00	Federal income tax withheld:	\$0.00
Social security wages:	\$0.00	Social security tax withheld:	\$0.00
Medicare wages and tips:	\$0.00	Medicare tax withheld:	\$0.00

In order to view or print these files in the PDF format, you will need Adobe's Acrobat® reader. You will need to [download](#) and install the free Acrobat Reader on your computer. Version 5.0 or greater is recommended.

Windows Internet Explorer

Your upload was successful. We recommend that you print this confirmation and save it for your records.

OKCancel

What You Should Do Next

- Keep a printout of this page for 4-7 years as proof of your filing date.
- Distribute the Form(s) W-2 to your employees if you have not already done so.
- Save the official PDF file to your computer.

*** Do not mail us any paper Form(s) W-2 or W-3. ***

Save Your Official Copy

*Important: Save an official copy of the submitted file on your computer *

*This file will be available online until 09-04-2009 *

[KVW893.pdf \(Final\)](#)[What's in this PDF?](#)

[Tips for printing Form\(s\) W-2](#)

What to Expect

- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage. It may take 4-6 weeks for your wage report to process.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 941. Contact the IRS for more information.
- If you need to make a correction to this wage report, ensure that the status of the report is COMPLETE. Then you can use the W-2c application to make corrections.

Quit

View Unsubmitted ReportsStart a New Wage Report

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

Social Security Administration

Page 17

STEP 19: A print pop-up window will be displayed on top of the Confirmation Receipt - Your File Was Received page. From the print pop-up window you may select one of the following options:

Select the **OK** button to print the Confirmation Receipt - Your File Was Received page.

Select the **Cancel** button to close the pop-up window.



Your wage file will be available for you to review under your BSO account until the date displayed on your Confirmation Receipt - Your File Was Received page.

STEP 20: From the Confirmation Receipt – Your File Was Received page you may select one of the following options:

Select the **Start a New Wage Report** button to return to the Before You Create Your Form(s) W-2c/W-3c page and begin a new wage report. Return to [Step 9](#) for more information.

Select the **View Unsubmitted Reports** button to return to the Unsubmitted Reports page (See [page 6](#)). The **View Unsubmitted Reports** button only appears on the Confirmation Receipt – Your File Was Received page if there are unsubmitted reports to be viewed.

Select the **Quit** button to return to the EWR Home page.

The following file manipulation actions are also available:

- Right-click the file link (<filename.pdf>) under the “Save Your Official Copy” heading to display a menu including the following options:
 - Select **Save Target As** to download the file onto your computer.
 - Select **Open in New Window** to view the file.
- Double-click the Wage File Identifier (WFID) link to view the file.

STEP 21: Select the **Start a New Wage Report** button to return to the Before You Create Your Form(s) W-2c/W-3c page and begin a new wage report. Return to [Step 9](#) for more information.

Or, select the **Quit** button to finish reporting wages and return to the EWR Home page.

LESSON 2: DOWNLOAD SUBMITTED REPORTS

Follow the instructions below to download an Adobe file containing Forms W-2c and W-3c for a W-2c Online report submitted within the last 30 days.



NOTE

Submitted wage report files are available for 30 days or until December 31, whichever comes first.

STEP 1: Point your browser to the Business Services Online (BSO) Welcome to Business Services Online page: www.socialsecurity.gov/bsowelcome.htm.

Social Security Online		Business Services Online	
www.socialsecurity.gov		Home	Questions?
		Contact Us	Search <input type="text"/> GO
Online Services Availability Monday-Friday: 5 AM - 1 AM EST Saturday: 5 AM - 11 PM EST Sunday: 8 AM - 11:30 PM EST		Business Services Online Welcome to Business Services Online	
DON'T USE YOUR BROWSER'S BACK BUTTON Effective as of October 2007, your Personal Identification Number (PIN) is now referred to as your User ID.		<p>Business Services Online (BSO) enables organizations and authorized individuals to conduct business with and submit confidential information to the Social Security Administration. You must Register to use this website. Registered users may Request, Activate and Access various BSO services and functions.</p> <p>REGISTRATION - If you are a new user, select the "Register" button to create a password and receive your User ID. If you have started and need to complete your Registration process, select the "Complete" button. In either case, after your Registration is complete, you can Request, Activate and Access services and functions.</p> <p>LOG IN to REQUEST, ACTIVATE AND ACCESS FUNCTIONS - Registered users can select the "Log In" button to login and display the BSO Main Menu. Then you may access services and functions you have already activated, or you may select "Account Maintenance" to request activation of additional services and functions, deactivate your User ID, and/or change your password or contact information.</p> <p>Información para el Empleador en Español</p> <div><div>Log in to Business Services Online here</div><div>Log In</div></div> <div><div>New user? Register for Business Services Online here</div><div>Register</div></div> <div><div>Complete Phone Registration what is this?</div><div>Complete Phone Registration</div></div>	
Information <ul style="list-style-type: none">BSO Electronic W-2 Filing HandbookSSNVS HandbookVideo - Software DemonstrationTutorialEmployer InformationSuite of ServicesApply For EINNavigationOnline Security PolicyThe Privacy Act and the Freedom of Information ActContact UsElectronic Records ExpressGovernment to Government Services Online		Explanation of BSO Services <div><div>Reporting Wages to the SSA<p>Allows you to send forms W-2 and W-2c to Social Security by uploading a specifically formatted electronic file or by directly keying W-2 and W-2c information into an online form. Capability to view Submission and Report processing status is available. If you have received a notice requesting that you resubmit your wage file, it can be acknowledged online. Additionally, you may ask for a one time 15-day extension to the deadline for resubmitting your wage file.</p><p>More information about Reporting Wages</p></div><div>Social Security Number Verification Service (SSNVS)<p>For the purposes of completing W-2 and W-2c SSNVS allows you to complete an online form or submit specifically formatted files to request verification of names and Social Security Numbers of employees of the company for which you work or the company that has hired you to perform this service.</p><p>More information about Verifying Social Security Numbers</p></div><div>Form SSA-1694 Request for Business Entity Taxpayer Information<p>Business entities that have attorney and/or non-attorney representatives as partners or employees who receive direct payment must provide SSA with taxpayer identification information using the Form SSA-1694. For information on how to register, contact OCO.AREP.Registration@ssa.gov.</p><p>Select Login to complete, update or view the Form SSA-1694.</p><p>Select Register to obtain a User ID and password to complete the Form SSA-1694.</p><p>More information about the Attorney Fee Service</p></div></div>	
News <ul style="list-style-type: none">Wage NewsElectronic Records Express NewsSocial Security Number Verification NewsConsent Based SSN VerificationForm SSA-1694 News			
USA.gov		Privacy Policy Website Policies & Other Important Information Site Map Last reviewed or modified Wednesday Nov 21, 2007	
		Need Larger Text?	

STEP 2: Select the **Log In** button on the BSO Welcome to Business Services Online page. The system displays the Log In to Online Services page.

STEP 3: Enter your User ID and Password.

STEP 4: Select the **I have read & agree to these terms** check box after reading the conditions defined in the **User Certification** text box on the Log In to Online Services page.

Select the **Log In** button to display the BSO Main Menu page.

To return to the BSO Welcome to Business Services Online page, select the **BSO Welcome** link at the top or bottom of the page.

Social Security Online
www.socialsecurity.gov

Business Services Online
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation



JOHN PUBLIC
[Logout](#)

Manage Account

- [View / Edit Account Info](#)
- [Change Password](#)
- [Disable Account](#)

Manage Services

- [View / Edit Services](#)
- [Request New Services](#)
- [View Pending Services](#)
- [Enter Activation Code\(s\)](#)

Manage Employer Information

- [Add/Update Employer Information](#)
- [Remove Employer Information](#)

Main Menu

Welcome, JOHN PUBLIC
Your password expires on **January 06, 2010**

[Report Wages To Social Security](#)
Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

Web Service
With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.

The EWR Web Service includes operations to submit wage files (in an MMREF2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.

Have a question? Call **1-800-772-6270** Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

www.socialsecurity.gov
BSO Main Menu | BSO Information | Contact Us | Keyboard Navigation

STEP 5: Select the **Report Wages To Social Security** link on the BSO Main Menu page.

[Report Wages To Social Security](#)


Submit, download or process W-2s and W-2cs
View submission status, acknowledge resubmission notices or
Request resubmission extensions

The system displays the Wage Reporting Attestation page (see screen example below.)

Social Security Online

Business Services Online

[www.socialsecurity.gov](#) | [BSO Main Menu](#) | [BSO Information](#) | [Keyboard Navigation](#) | [Logout](#)

 **Wage Reporting Attestation**

User Certification for Electronic Wage Reporting

I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.

By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 6: Select the **I Accept** button after reading the conditions defined in the User Certification for Electronic Wage Reporting on the Wage Reporting Attestation page.

To return to the BSO Main Menu page, select the **I DO NOT Accept** button.

The system displays the EWR Home page (see screen example below.)

The screenshot shows the Social Security Business Services Online (BSO) Electronic Wage Reporting (EWR) Home page. The header includes the Social Security Online logo and the BSO Main Menu, BSO Information, Keyboard Navigation, and Logout links. The main heading is "Electronic Wage Reporting (EWR)". Below this, there are three tabs: "Forms W-2/W-3 Online", "Forms W-2c/W-3c Online", and "Upload Formatted Wage File". The "Forms W-2c/W-3c Online" tab is selected. The main content area is divided into two columns. The left column contains a "Warning" section, a "Create/Resume Forms W-2c/W-3c Online" section with a list of instructions, a "Save Submitted Report(s) to Your Computer" section, a "Submission Status" section, and a "Resubmission Notice" section. The right column contains a "Employer Report Status" section and a "Other Useful Information" section. The "Other Useful Information" section includes links for "Before You File", "Checking SSNs", "Uploading Formatted Files", "For Other Electronic Filers", "General Info about Wage Filing", "IRS Information", and "Publication Resources". The footer contains contact information for Employer Customer Service personnel.

Social Security Online **Business Services Online**
www.socialsecurity.gov BSO Main Menu | BSO Information | Keyboard Navigation | Logout

Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

Forms W-2/W-3 Online **Forms W-2c/W-3c Online** **Upload Formatted Wage File**

Warning The wage report containing the Forms(s) W-2 you wish to correct must be in COMPLETE status before you can use W-2c/W-3c Online to submit a Form W-2c correction.

[Create/Resume Forms W-2c/W-3c Online](#)

- Create (fill in the form), save, print and submit up to 5 Forms W-2c per Form W-3c. There is no limit on the number of Forms W-3c with up to 5 Forms W-2c an employer can enter, even if the multiple Forms W-3c are for the same Employer Identification Number (EIN).
- At any point in time, up to 50 Forms W-3c, each containing up to 5 Forms W-2c, can be saved and resumed/submitted at a later date.
- A pre-submission PDF is provided to print the Forms W-2c for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2c/W-3c Online.

[Save Submitted Report\(s\) to Your Computer](#)

A printable final PDF version of a wage report created and submitted using Forms W-2c/W-3c Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)

Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Wage Report Status](#)

Check report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to acknowledge receiving the Notice and/or to request a one-time 15-day extension of the deadline:

[Acknowledge Notice and/or Request Extension](#)

- You will need information from the Notice to acknowledge the notice or request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

Alerts and News for EWR

[E-mail a Wage Reporting Expert](#)

[Información en Español](#)

Online Tutorials & Training

[Wage Reporting Handbook](#)
[SSN Verification Handbook](#)
[Online Registration Handbook](#)
[Online Tutorial](#)
[Software Demonstration](#)
[FAQs - General Employer](#)

Other Useful Information

- ▶ [Before You File](#)
- ▶ [Checking SSNs](#)
- ▶ [Uploading Formatted Files](#)
- ▶ [For Other Electronic Filers](#)
- ▶ [General Info about Wage Filing](#)
- ▶ [IRS Information](#)
- ▶ [Publication Resources](#)

[Employer Support Links](#)

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 7: Select the Forms W-2c/W-3c Online tab.

Select the **Save Submitted Report(s) to Your Computer** link. The system displays the Download Submitted Reports page.

Social Security Online
Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2c/W-3c Online

Download Submitted Reports

To view, save or print reports submitted to SSA, select the report by the name.
Please note: Files are only available for 30 days and will not be available after that time.

Reports Submitted: 2

WFID	Date Submitted
KWW878.pdf	08-03-2009
KWW879.pdf	08-03-2009

Quit
Start a New Report

Have a question? Call **1-800-772-6270** Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call **1-800-325-0778**.

STEP 8: From the Download Submitted Reports page, the following file manipulation actions are available:

- Right-click on the Wage File Identifier (WFID) link to display a menu including the following options:
 - Select **Save Target As** to download the file onto your computer.
 - Select **Open in New Window** to view the file.
- Double-click the Wage File Identifier (WFID) link to view the file.



Adobe Acrobat Reader is required to view your downloaded wage file. If you do not have Adobe Acrobat Reader on your computer, you can download it by pointing your browser to <http://www.adobe.com>.

STEP 9: In the Download Submitted Reports page you may also select one of the following options:

Start a New Report button to proceed to the Before You Create Your Form(s) W-2c/W-3c page and begin a new W-2c. See [Lesson 1, Step 9](#) for more information.

Quit button to return to the EWR Home page.